

**STATE OF ARIZONA**  
**OUT- OF- STATE TRAVEL APPROVAL REQUEST**

In accordance with A.R.S. § 38-626A, approval is requested for the following out-of-state travel:

EMPLOYEE NAME	TRAVEL STATUS (DATES & TIMES)
	Begin <span style="float: right;">End</span>

PURPOSE OF TRAVEL AND LOCATION:

ESTIMATED COSTS (for <b>Agency approval</b> only)					
Transportation: If air fare is encumbered separately then show REF Doc Number: _____.					
And Amount: \$ _____					
	<u>Comp Object</u>	\$		<u>Comp Object</u>	\$
Air Fare	6611		Out-Of Country Per Diem	6651	
Rental Vehicle	6621		Boards/Commissioners	6661	
Lodging	6631		Other Misc.	6699	
Meal/Incidentals	6641				
<b>subtotal transportation costs</b>		\$	<b>subtotal other costs</b>		\$
			<b>ESTIMATED TOTAL COSTS</b>		
			\$		

**REMINDER:** Individual costs equal to or greater than \$1,000.00 must be encumbered.

\_\_\_\_\_  
AGENCY HEAD OR DESIGNEE SIGNATURE AND DATE

WHEN EXCEPTIONS TO POLICY ARE ANTICIPATED, FORWARD THIS APPROVAL FORM WITH AN EXCEPTION MEMO ATTACHED TO THE ADOA STATE COMPTROLLER.

FROM: \_\_\_\_\_  
AGENCY NAME

The Arizona State Travel Policy requires that a formal request for approval be submitted when any of the below listed travel conditions are anticipated: Circle those that apply.

- I. Lodging charges in excess of policy limits
- II. Use of State owned equipment out of country
- III. Use of private vehicle out of country

\_\_\_\_\_  
STATE COMPTROLLER - DEPARTMENT OF ADMINISTRATION